



CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE

915 CAPITOL MALL, ROOM 485
SACRAMENTO, CA 95814
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William J. Pavão
Executive Director

MEMBERS:

Bill Lockyer, Chair
State Treasurer

Michael C. Genest, Director
Department of Finance

John Chiang,
State Controller

JOB OPPORTUNITY BULLETIN

Class: Staff Services Analyst
Associate Governmental Program Analyst
Tenure: Permanent
Time Base: Full-Time
Salary: \$2,724 - \$4,300 (SSA)
\$4,255 - \$5,172 (AGPA)

Under the general direction of the Deputy Director and Program Manager, this position performs detailed reviews of compliance issues affecting all multifamily rental housing projects throughout California that are funded with the Low Income Housing Tax Credit (Internal Revenue Code Section 42). The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

ESSENTIAL FUNCTIONS INCLUDE:

- Determine compliance of tax credit projects with federal occupancy requirements and initiate corrective action as necessary. Conduct on-site file inspections and review reports from project owners detailing the status of households occupying tax credit units. Review with project owners and managers by phone, written correspondence or conference, issues of noncompliance. Track progress of owner attempts to rectify noncompliance.
- Discuss with various interested parties (managers, owners, other government agencies, appraisers, developers, nonprofit organizations etc.) by phone, written correspondence or conference, the policies of the Committee and the regulations of Section 42 as they relate to occupancy requirements. Act as liason between Allocations Unit and Program Operations.
- Monitor changes in state and federal regulations affecting compliance requirements of the Low-Income Housing Tax Credit program; make recommendations to management regarding modifications to TCACs policies and procedures to ensure agency compliance with program requirements; perform periodic reviews of TCACs compliance forms to update for current state and federal requirements.
- One of the lead analysts for maintaining and modifying a training program for owners and managers and of tax credit projects and new employees of TCAC regarding compliance with occupancy requirements of IRC Section 42 and proper reporting to TCAC of IRS required information; lead analyst for overseeing the Annual Owner Certification process for owners of tax credit properties.

- Research and analyze data and project information to prepare written and oral reports to the Executive Director, staff and project applicants. Assist in the maintenance of ACCESS database; prepare spreadsheets, graphs, charts and reports as requested by the Executive Director. Assist with the processing of public and statistical information requests; performs other related duties.
- **Traveling is required.**

DESIRABLE QUALIFICATIONS:

- An understanding of property management and assisted housing occupancy requirements.
- Familiarity with local, State and Federal housing programs.
- Strong analytical skills.
- Ability to write and speak clearly and effectively.
- Computer skills, including an understanding of relational database systems and spreadsheet applications (Excel).

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have employment list eligibility as a Staff Services Analyst or an Associate Governmental Program Analyst and are interested in a lateral transfer or reinstatement may apply. This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office, and Authorities and Commissions are encouraged to apply if interested in the position.

Please state the source of your eligibility (i.e., list eligibility, SROA or surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "342-001-5393-015" next to the classification on your application/resume, i.e. Associate Governmental Program Analyst/ Staff Services Analyst, CTCAC (342-001-5393-015).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cecilia Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

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